

Sambit Nayak

 nayaksambit50@gmail.com

 7992993860

 Bhubaneswar, Odisha

Experience

Clinical Documentation Specialist, IKS Health

Accomplished Clinical Documentation Specialist with extensive experience at Yale New Haven Hospital. Expert in improving the integrity of EMR records to drive efficiency, increase accuracy, and expedite claim processing cycles.

07/2024 – Present

Visakhapatnam,
Andhra Pradesh

1. Process Improvement & Revenue Cycle Impact

Spearheaded the implementation of efficient documentation strategies, directly improving record accuracy and **accelerating** billing and insurance claim turnaround times.

2. Comprehensive Clinical Data Management

Synthesized complex patient data—including medical histories, prior workups, imaging, and lab results—into comprehensive and precise EMR profiles to support clinical decision-making.

3. Physician Collaboration & Recognition

Fostered a close partnership with Dr. Nicholas Tzikas to ensure meticulous patient encounter documentation, earning a formal **commendation** for reliability and thoroughness.

4. Accurate Execution of Medical Orders

Translated physician evaluations into precise medical records by accurately documenting treatment plans, clarifying diagnoses, and ordering medications in the EMR system.

5. Commitment to Compliance

Ensured 100% adherence to HIPAA regulations by meticulously safeguarding all sensitive patient information and maintaining strict data confidentiality.

Medical Scribe/Medical Assistant, Aquity Solutions

07/2022 – 07/2024

Visakhapatnam,
Andhra Pradesh

Detail-oriented Clinical Documentation Specialist with proven success at Community Health Network (CHN). Expert in optimizing EMR documentation to enhance accuracy, streamline workflows, and reduce claim processing times. Recognized for outstanding collaboration with clinical staff and unwavering commitment to HIPAA compliance.

- Improved Efficiency and Accuracy:** Developed and implemented new documentation strategies that enhanced the clarity and precision of patient records, resulting in a significant reduction in claim processing times.
- Physician Collaboration:** Worked in close partnership with Dr. Jared Basham and other clinical staff to guarantee that patient encounters were documented with the highest degree of detail and thoroughness, receiving a direct commendation for exceptional performance.
- Comprehensive Data Management:** Accurately transcribed and managed critical patient data, including histories, physical exams, diagnoses, and treatment plans, within the EMR system.
- HIPAA Compliance:** Maintained strict confidentiality and upheld all HIPAA regulations in the handling of sensitive protected health information (PHI), ensuring a secure and compliant environment.

Education

Masters: Food Science and Technology, GITAM University

07/2022

Core Subjects: Food Chemistry, Food Microbiology, Food safety standards and industrial technology.

Visakhapatnam,
Andhra Pradesh

GPA: 8.8.

MIT School of Biotechnology

08//2020

Core Subjects: Bio-Chemistry, Chemistry, Microbiology, Cell Biology, Animal physiology, Plant physiology, Molecular Biology, Recombinant-DNA technology, Proteomic and Genomics, and Bioinformatics.

Bhubaneswar, Odisha

GPA: 7.4.

Skills

- EMR Systems
- HIPAA compliance
- healthcare administration
- regulatory co
- critical thinking
- skilled in (EPIC)
- patient documentation
- medical terminology
- quality assurance
- time management
- team collaboration
- effective communication

Languages

- Odia
- Hindi
- English

Certificates

Introduction to Public

Technical Support

Intro. to Comps and Office

Speaking. 

Fundamentals. 

Productivity Software. 

06/01/21

02/01/21

12/01/20

Sustainable Food Production

Through Livestock Health

Management 

11/2021